

# OCFO BULLETIN



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## SEASON'S GREETINGS FROM THE OCFO



## **What's New with the FY 1999 Annual Performance and Accountability Report**

The project team welcomed Debbra Williams as project leader from OASAM. She joins Mark Wolkow, from the Office of the Chief Financial Officer, in this joint project to provide performance and program results to Congress and the American public. The report is the first of its kind that includes statutory GPRA performance information.

Program agencies have the primary input into the report, as they are providing results on each of the Departmental Performance goals as well as cross-cutting goals. Our challenge is to blend all of that input into a seamless document that flows easily from the Introductory Section and Secretary's Message through the performance results, auditor's opinion, financial accountability information, and financial statements.

A project plan details each of the required dates for important deliverables. A key date that will soon be upon us is January 7th. That is the day by which program agencies must submit their approved performance information. Each agency is working with a GPRA contact person in the Office of Budget, who is there to answer questions and provide assistance in the preparation of those materials. In addition, several outside contractors have been brought in to assist in the project.

Our goal is to produce one of the best-rated reports among federal agencies, and we believe we are well on our way to achieving that goal. With your continued assistance, we can make it a reality.

## **FINANCIAL POLICY ISSUANCES**

- ▶ **Managerial Cost Accounting** - Project staff from PricewaterhouseCoopers (PwC) have been onsite at the Francis Perkins Building since early November working with OCFO on managerial cost accounting. PwC is preparing a Compliance Plan, indicating where the Department needs to make additional efforts to become compliant with applicable managerial cost accounting guidelines. They are also undertaking pilot projects within OCFO and OSHA to assist program managers to implement methods to track costs related to program activities and outputs. An additional pilot with VETS will begin in January after work has progressed on the OCFO and OSHA pilots. Results of these preliminary pilots are expected in March.
- ▶ **Debt Management** - The revised DLMS 6, Chapter 1100 has been signed and is now the department's current policy on Debt Management. The new Debt Management Chapter will be posted in both the Labornet DLMS site and the OCFO Financial Library site ([www.dol.utasouth.com](http://www.dol.utasouth.com)). Principle changes include guidance on accounting for assessments made by enforcement agencies and new delinquent debt referral requirements established in the Debt Collection Improvement Act.

- ▶ **User Fees** - The new Chapter on User Fees, DLMS -6, Chapter 1800, will be issued shortly to cover the user fee review requirements established in the Chief Financial Officers' Act.
  
- ▶ **Travel Management Centers** - Recent changes in the Federal Government's processes for procurement of air transportation have led to some major impacts on the Department. The Travel Management Centers, having had airline commissions reduced substantially, are now allowed to charge flat rate and/or percentage fees when ordering airline tickets for Federal Travelers. This new practice could add significantly to DOL's airline travel costs. OASAM will be issuing a Spotlight to DOL travelers advising them of this change. In the short run, travelers will be asked to add these costs to their travel vouchers. The OCFO and OASAM are developing a longer term plan to assist in the containment and management of these costs.

The OCFO is in the process of developing a plan for improving financial policies and procedures. Financial staff throughout the Department are encouraged to suggest areas in which further guidance should be developed for general policy issuances in the DLMS, procedural guides, desktop guides. Please provide your suggestions to Mike Griffin [griffin-michael@dol.gov](mailto:griffin-michael@dol.gov).

## **DOLAR\$ MODERNIZATION**

In November, Logistics Management Institute (LMI) delivered the final version of its second report, titled "Modernizing DOL's Central Accounting System—A Strategy for Improving Financial Management Operations." This report identifies gaps between DOLAR\$' current capabilities and DOL's current financial management policies and procedures, and new requirements from JFMIP and DOLAR\$ users. Please refer to the October Bulletin for background material on LMI's project with OCFO.

LMI's report recommends 16 short-term enhancements to DOLAR\$ and to DOL's financial management policies and procedures that will enable fuller compliance with new JFMIP requirements and better meet the needs identified by agency financial managers. The 16 short-term recommendations are:

1. Set standards for vendor file maintenance/usage
2. Increase invoice field length
3. Modify DOLAR\$ to accrue goods and services
4. Enhance the DOLAR\$ accounts payable module to address needed prompt pay logic
5. Develop and implement DOL-wide receipt management policy and procedures
6. Implement process for receipt of goods and services
7. Develop and implement managerial cost accounting standards
8. Provide more frequent standard reports
9. Develop operational data store

10. Develop Web-based interface for DOLAR\$
11. Develop and implement a credit card system
12. Partner with agencies to develop a common revenue system (a subset of which is receipt management)
13. Develop and implement electronic means to access accounting code changes
14. Improve communications and training related to DOLAR\$
15. Modify year-end and month-end close policy
16. Modify and enforce soft fund control policy

Decisions on which recommendations to implement will be based on availability of funds in FY2000 and FY2001. At this time, no decisions have been made about the eventual replacement of DOLAR\$.

Copies of this report have been sent to all agency financial managers. If you would like a copy, or have any comments, please contact Lee Jones on 219-6891 or [jones-hartley@dol.gov](mailto:jones-hartley@dol.gov).

**REGIONAL TRANSIT SUBSIDY** - Regional Transit Subsidy reimbursement requests will be processed at 2pm EST on January 14, 2000. Payments should be in employees' bank accounts by January 20, 2000.

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## **DOLAR\$ AVAILABILITY SCHEDULE**

**December 15, 1999 through January 20, 2000**

Following are the dates and hours that DOLAR\$ will be available from December 15, 1999 through January 20, 2000. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Karen Tekleberhan at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6922, ext. 153.

### **December 1999**

Wed., Dec. 15	-	Fri., Dec. 17	8:00 a.m. to 8:00 p.m.
Sat., Dec. 18	-	Sun., Dec. 19	System Closed
Mon., Dec. 20	-	Thurs., Dec. 23	8:00 a.m. to 8:00 p.m.
Fri., Dec. 24	-	Fri., Dec. 24	System Closed (holiday)
Sat., Dec. 25	-	Sun., Dec. 26	System Closed
Mon., Dec. 27	-	Wed., Dec. 29	8:00 a.m. to 8:00 p.m.
Thurs., Dec. 30	-	Thurs., Dec. 30	<b>8:00 a.m. to 12:00 p.m.</b>
Fri., Dec. 31	-	Fri., Dec. 31	System Closed (holiday)

### **January 2000**

Sat., Jan. 1	-	Sun., Jan. 2	System Closed
Mon., Jan. 3	-	Fri., Jan. 7	8:00 a.m. to 8:00 p.m.
Sat., Jan. 8	-	Sun., Jan. 9	System Closed
Mon., Jan. 10	-	Fri., Jan. 14	8:00 a.m. to 8:00 p.m.
Sat., Jan. 15	-	Sun., Jan. 16	System Closed
Mon., Jan. 17	-	Mon., Jan. 17	System Closed (holiday)
Tues., Jan. 18	-	Thur., Jan. 20	8:00 a.m. to 8:00 p.m.